

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: Vocational Training Programs: Satisfactory Academic Progress	
Policy Number: 5.13	
Effective Date: 3/26/03	Page 1 of 4
Lead Department: Vocational Training	

OBJECTIVE

To provide policy and related guidelines that measure and document attendance patterns and satisfactory academic progress for those enrolled in WWRC Vocational Training Programs.

POLICY

All students enrolled in WWRC vocational training programs must meet attendance requirements and demonstrate satisfactory academic progress to continue their program of studies and to graduate, in accordance with the procedures contained in this policy.

PROCEDURES

- *Academic School Calendar*

Woodrow Wilson Rehabilitation Center (WWRC) operates continuously throughout the year, with a two week closure from mid-December through the first of January annually.

- *Course Offerings and Length of Program*

The Woodrow Wilson Center for Employment offers a variety of career and technical education training programs within targeted service, paraprofessional, and professional occupational clusters. Each training program is individually sequenced, based on learning needs and other aspects of the rehabilitation program. Therefore, length of program is indicated as an average, with any program anticipated to exceed 25% of the average length, requiring rehabilitation team intervention to address barriers impacting successful program completion within the allowable timeframe. The maximum timeframe allowed to complete any training program shall not exceed 150% of the published length of program.

Course offerings are updated by July 1st of each year. The annual course offerings summary lists the name of each course, O*NET-SOC training code, and average length of program (training hours, days, months). Students are allowed to enroll full or part-time, with full-time status measured as:

6.25 Hours = 1 Training Day
20 Training Days = 1 Month

For the most current WWRC Course Offering Summary Sheet, please visit:

- *Satisfactory Attendance Guidelines*

As part of the progress review process, WWRC vocational training students are required to meet established attendance criteria which have been developed in accordance with business and industry standards and are reviewed annually by WWRC Business Advisory Committees. Students must be in attendance for their vocational training program a minimum of 90% time to be eligible for a full Certificate of Attainment. Students who are absent in excess of 10% time, with documented extenuating disability-related circumstances, may only be eligible for a Summary of Skills, determined on a case-by-case basis. Attendance records are included in each six week progress report.

- *Satisfactory Academic Progress & Completion Guidelines*

All individuals enrolled in WWRC vocational training programs must demonstrate satisfactory academic progress to continue their program of studies and to graduate. Formal, written progress reports are prepared at the end of each six weeks and provided to the student, the sponsoring agency or organization, and designated other parties, if the appropriate consent to release information has been signed by the student. During progress review meetings, the student will be informed of the percentage of work completed as compared to the required percentage of work to be on track for graduation within the allowable time period for the program.

If a student does not demonstrate satisfactory academic progress at the end of each established six-week review period, the assigned rehabilitation team, including the student, will discuss available options and strategies. The assigned rehabilitation team may dismiss a student if satisfactory academic progress is not met in accordance with adjusted timeframes and expectations set, after reasonable efforts have been documented and implemented that allow the student to correct barriers to successful program completion.

Grades are awarded on a numerical and/or alphabetical scale, dependent upon the training program. Students participating in service or paraprofessional occupational track training programs through the Woodrow Wilson Center for Employment are graded on a numeric scale of 1-5. Students participating in professional occupational track training programs are graded on an alphabetical scale (A-F):

- A = 94-100
- B = 87-93
- C = 80-86
- F = 79 or below

In order to qualify for Title IV federal aid, a student must maintain a minimum “C” average or an average “4” on a 5-point numerical scale for the respective training program. If a student does not obtain a “C” or a “4” on a 5-point numerical scale for any given task, s/he may repeat the task/assignment to demonstrate a higher level of mastery. If continued repetitions are needed over time resulting in less than a minimum “C” average or average “4”, the assigned rehabilitation team should convene to discuss satisfactory academic progress, in accordance with this policy. Incomplete tasks/assignments will not be counted in calculation of satisfactory academic progress at the end of any given six-week period, but must be completed with a satisfactory grade within timeframes designated by the assigned rehabilitation team, not to exceed the allowable timeframe to complete the training program. If a student fully withdraws from a training program and is later accepted to return, in accordance with WWRC Admissions Policy, the student will be required to return as a new enrollment.

Students have access to remedial academic supports and learning supports through a variety of services and programs at WWRC that may assist them in demonstrating satisfactory academic progress. All students fully enrolled in a career and technical education training program participate in at least one successful community-based internship experience, typically 4-6 weeks in length, as a requisite to graduation. The internship experience offers an opportunity for the student to demonstrate mastery of and apply acquired skills in an industry setting, under the guidance of a business mentor. Internship experiences are graded by the business mentor and serve as a final, independent evaluation of the student’s skill attainment and mastery.

Graduates are awarded a Certificate of Attainment upon satisfactory completion of all course requirements. For those individuals completing a minimum of 80% of course requirements but exiting WWRC prior to full graduation, a Summary of Skills will be awarded. Upon official documentation of satisfactory employment for a minimum of ninety days in a field directly related to the training received through the Woodrow Wilson Center for Employment, clients may then receive a Certificate of Attainment in the designated training area. Commencement ceremonies are conducted quarterly and are open only to graduates who achieve a full Certificate of Attainment.

Transcripts are available, upon request, by contacting the WWRC Records Management Department. A transcript will contain the program of study, courses or units completed with corresponding grades, clock hours attended, and dates of attendance.

- *Appeal Procedures for Those Not Meeting Satisfactory Attendance or Satisfactory Academic Progress Guidelines*

Woodrow Wilson Rehabilitation Center (WWRC) clients are encouraged to discuss any unresolved issues or concerns with their assigned Rehabilitation Team. However, a more formal appeal can be made, verbally or in writing, to the supervisor of the person with whom s/he has the disagreement. The supervisor will consider all the details and make a decision. If the student still does not agree with the supervisor’s decision, another informal administrative review is available.

Beginning with orientation to WWRC and throughout their stay, as needed, students are also informed of the more formal Client Assistance Program through the Virginia Office on Protection and Advocacy (VOPA) and their rights to appeal a decision through established DRS policies and procedures, including a Fair Hearing Process. If the request is not settled at a local level and/or at any stage of the appeals process, and upon request, training students will be provided the mailing address and contact information for the Council on Occupational Education, an independent postsecondary accreditation body:

Council on Occupational Education
41 Perimeter Center East, NE
Suite #640
Atlanta, GA 30346
Local - (703) 396-3898
Toll-Free - (800) 917-2081

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